

**COMPLIANCE CHECKLIST****► Obstetrical Facilities**

The following Checklist is for plan review of hospital facilities, and is derived from the AIA/HHS Guidelines for Design and Construction of Hospital and Health Care Facilities, 2001 Edition (specific sections indicated below), appropriately modified to respond to DPH requirements for projects in Massachusetts which include Hospital Licensure Regulations 105 CMR 130.000 and Department Policies. Applicants must verify compliance of the plans submitted to the Department with all the requirements of the AIA/HHS Guidelines, Licensure Regulations and Department Policies when filling out this Checklist. The completed DPH Affidavit Form must be included in the plan review submission for Self-Certification or Abbreviated Review Part II.

Other jurisdictions, regulations and codes may have additional requirements which are not included in this checklist, such as:

- NFPA 101 Life Safety Code and applicable related standards contained in the appendices of the Code.
- 708 CMR, the State Building Code.
- Joint Commission on the Accreditation of Health Care Organizations.
- CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities.
- Accessibility Guidelines of the Americans with Disabilities Act (ADA).
- Architectural Access Board.
- Local Authorities having jurisdiction.

**Instructions:**

1. The Checklist must be filled out completely with each application.
2. Each requirement line (\_\_\_\_) of this Checklist must be filled in with one of the following codes, unless otherwise directed. If an entire Checklist section is affected by a renovation project, "E" for existing conditions may be indicated on the requirement line (\_\_\_\_) next to the section title (e.g. E PATIENT ROOMS). If more than one space serves a given required function (e.g. patient room or exam room), two codes separated by a slash may be used (e.g. "E/X"). Clarification should be provided in that regard in the Project Narrative.

**X** = Requirement is met.

☒ = Check this box under selected checklist section titles or individual requirements for services that are not included in the project.

**E** = Functional space or area is existing and not affected by the construction project; this category does not apply if the existing space or area will serve a new or relocated service or if the facility is currently not licensed & applying for licensure.

**W** = Waiver requested for Guidelines, Regulation or Policy requirement that is not met (for each waiver request, complete separate waiver form & list the requirement ref. # on the affidavit).

3. Mechanical, plumbing and electrical requirements are only partially mentioned in this checklist.
4. Oxygen, vacuum & medical air outlets are identified respectively by the abbreviations "OX", "VAC" & "MA".
5. Items in *italic*, if included, refer to selected recommendations of the Appendix of the Guidelines, adopted by policy.
6. Requirements referred to as "Policies" are DPH interpretations of the AIA Guidelines or of the Regulations.

Facility Name:

.....

Facility Address:

.....

Dates:

Initial Date: .....

Revision Date: .....

DoN Identification: (if applicable)

.....

**Bed Complement:**  
(postpartum + LDRPs)

Current Number of Beds = .....

Proposed Number of Beds = .....

Project Reference:

.....

.....

**Building/Floor Location:**

.....

.....

**ARCHITECTURAL REQUIREMENTS****MECHANICAL/PLUMBING/  
ELECTRICAL REQUIREMENTS**GENERAL

- 130.618(B) ☐ Maternal/newborn service self-contained  
 7.8.A1 ☐ Design prohibits non-related through traffic  
☐ Access to OB separate from access to surgical suite

7.8.A2 ☐ POSTPARTUM UNIT7.8.A2.a ☐ Bedrooms

☐ check if postpartum bedrooms not included in project  
 (if postpartum function only provided by LDRP rooms)

- ☐ Increase in postpartum beds **or** ☐ No increase in postpartum beds  
☐ Checklist **IP3** for Newborn Nurseries must be included

▷ Extensive Construction  
 ▷ New/Relocated Service

## ▷ Limited Renovations

- |            |   |   |  |
|------------|---|---|--|
| (3)        | <input type="checkbox"/> 2 patients max. capacity per room  | <input type="checkbox"/> 2 patients max. capacity per room  | <input type="checkbox"/> Handwashing station<br><input type="checkbox"/> located outside patient cubicles  |
| (1)        | Min. clear functional area<br><input type="checkbox"/> 120 sf single-bed<br><input type="checkbox"/> check if no single- bed room in project<br>Policy <input type="checkbox"/> 3'-0" clear bed sides<br>Policy <input type="checkbox"/> 3'-0" clear at foot of bed<br><input type="checkbox"/> 100 sf/bed multibed<br><input type="checkbox"/> check if no multibed room in project<br><input type="checkbox"/> 3'-0" clear between bed & wall<br><input type="checkbox"/> 4'-0" clear between beds<br><input type="checkbox"/> 4'-0" clear at foot of bed | Min. clear functional area<br><input type="checkbox"/> 100 sf single-bed<br><input type="checkbox"/> check if no single- bed room in project<br><br><input type="checkbox"/> 80 sf/bed multibed<br><input type="checkbox"/> check if no multibed room in project<br><input type="checkbox"/> 3'-8" clear at foot of bed | <input type="checkbox"/> 1 OX & 1 VAC for each bed<br><input type="checkbox"/> Vent. min. 6 air ch./hr<br>Lighting:<br><input type="checkbox"/> reading light for each bed<br><input type="checkbox"/> switch usable by patient<br><input type="checkbox"/> general lighting<br><input type="checkbox"/> night light<br>Power:<br><input type="checkbox"/> duplex receptacle on each side of each bed<br><input type="checkbox"/> additional duplex receptacle for each motorized bed<br><input type="checkbox"/> 1 duplex receptacle on emergency power<br>Nurses call system:<br><input type="checkbox"/> nurses call device for each bed<br><input type="checkbox"/> one 2-way voice communication station per room<br><input type="checkbox"/> light signal in the corridor at room door |
| (4)        | <input type="checkbox"/> Window in each patient room<br><input type="checkbox"/> Closet/wardrobe for each patient<br><input type="checkbox"/> Privacy cubicle curtains  |   |  |
| (6)        | <input type="checkbox"/> Toilet room<br><input type="checkbox"/> accessible without entering the general corridor<br><input type="checkbox"/> serves no more than 2 beds  |   | <input type="checkbox"/> Handwashing station<br><input type="checkbox"/> Vent. min. 10 air ch./hr (exhaust)<br><input type="checkbox"/> Bedpan flushing device<br><input type="checkbox"/> Emerg. pull-cord call station   |
| 130.623(A) | <input type="checkbox"/> Provisions for accommodating mother and infant in the same room 24 hrs/day   |   |  |

**ARCHITECTURAL REQUIREMENTS**

- 7.8.A2.b ☐ Support Services (Postpartum Unit/LDR Suite/LDRP Suite)
- (1) ☐ Nurse station
- (2) ☐ Nurse office
- (3) ☐ Charting facilities
- (4) ☐ Staff toilet
- (5) ☐ Staff lounge
- (6) ☐ Lockable storage for staff personal effects
- (7) ☐ Consultation/conference rooms
- (8) ☐ Patients' lounge  
☐ check if service not included in project  
 (only if all bedrooms private)
- (9) ☐ Clean workroom: **or** ☐ Clean supply room (for holding of clean & sterile materials from central supplies area):  
☐ counter ☐ storage facilities  
☐ handwashing station ☐ storage facilities
- (10) ☐ Soiled workroom:  
☐ work counter  
☐ space for holding soiled linen & solid waste
- (11) ☐ Medication station:  
☐ visual control from nurses station
- ☐ Medicine prep. room: **or** ☐ Self-contained medicine unit:  
☐ work counter ☐ security for controlled drugs  
☐ handwashing station ☐ adequate lighting  
☐ refrigerator ☐ handwashing station conveniently accessible  
☐ locked storage
- (12) ☐ Clean linen storage
- (13) ☐ Nourishment station:  
☐ work counter  
☐ storage cabinets  
☐ refrigerator  
☐ equipment for hot nourishment  
☐ space for holding dietary trays  
☐ ice machine
- (14) ☐ Equipment storage room  
☐ New/Extensive Construction ☐ Limited Renovations  
☐ min. 10 sf per postpartum room ☐ room size unchanged or increased
- (15) ☐ Stretcher/wheelchair storage  
☐ out of the path of normal traffic
- (17) ☐ Housekeeping room  
☐ direct access from and exclusively for OB suite  
☐ storage for housekeeping equipt. & supplies

**MECHANICAL/PLUMBING/  
ELECTRICAL REQUIREMENTS**

- ☐ Nurse call master station
- ☐ Emergency power and lighting
- ☐ Handwashing station
- ☐ Vent. 10 air ch./hr (exhaust)
- ☐ Vent. min. 6 air ch./hr
- ☐ Duty station visible call signal
- ☐ Clinical flushing-rim sink
- ☐ Handwashing station
- ☐ Vent. min. 10 air ch./hr (exhaust)
- ☐ Duty station visible call signal
- ☐ Vent. min. 4 air ch./hr
- ☐ Emergency power/lighting
- ☐ Duty station visible call signal
- ☐ Sink
- ☐ Vent. min. 6 air ch./hr
- ☐ Duty station visible call signal
- ☐ Duty station visible call signal
- ☐ Vent. min. 4 air ch./hr
- ☐ Service sink
- ☐ Vent. min. 10 air ch./hr (exhaust)

**ARCHITECTURAL REQUIREMENTS**

- (18) ☐ Examination/ treatment room **or** ☐ Multi-patient diagnostic testing room  
☐ min. 120 sf clear floor area  
☐ storage  
☐ writing surface  
☐ adjoining toilet room
- (19) ☐ Emergency equipment storage  
☐ located in close proximity to nurse station
- (16) ☐ Patient Bathing Facilities  
☐ Showers & bathtubs:  
☐ 1:6 bed ratio
- 7.8.A3 ☐ CAESAREAN/DELIVERY SUITE  
7.8.A3.a/ ☐ at least 1 caesarean/delivery room in each obstetrical unit  
b ☐ Caesarean/delivery room  
☐ min. clear floor area 360 sf  
☐ min. clear dimension 16 ft  
☐ X-ray illuminator
- ☐ Delivery room  
☐ ☐ check if service not included in project  
☐ min. clear floor area 300 sf
- 7.8.A3.c ☐ Infant resuscitation:  
☐ within caes./ delivery room **or** ☐ separate room  
☐ add min. 40 sf ☐ min. 150 sf
- 7.8.A3.d ☐ Labor room:  
☐ ☐ check if service not included in project (only if LDR's or LDRP's provided)  
☐ doors arranged for observation from nurses station  
☐ min. 2 labor beds per caesarean/delivery room  
☐ min. 2 labor rms  
☐ max. 2 beds per room  
☐ min. 120 sf/bed  
☐ privacy curtains in multibed rms  
☐ seating space for family members
- ☐ access to toilet room  
☐ serves max. 2 labor rooms  
☐ outswinging or double acting door  
☐ access to shower  
☐ under staff control  
☐ outswinging or double acting door

**MECHANICAL/PLUMBING/ ELECTRICAL REQUIREMENTS**

- ☐ Handwashing station  
☐ Vent. min. 6 air ch./hr
- ☐ Handwashing station  
☐ Ventilation min. 10 air ch./hr
- ☐ Vent. min. 10 air ch./hr  
☐ Emerg. pull-cord call station
- ☐ Ventilation min. 15 air ch./hr  
☐ positive pressure  
☐ diffusers near center of room  
☐ 2 remote low return registers  
☐ Anesthesia gas scavenging syst.  
☐ Humidity control 45-60 %  
☐ Individual temperature controls  
☐ Emergency call system  
☐ 2 OX, 3 VAC, 1 MA  
☐ Surgical light  
☐ Resuscitation facilities  
☐ General & special lighting on separate circuits  
☐ Min. 8 elec. duplex receptacles  
☐ Emerg power/lighting  
☐ Min. 3 elec. duplex receptacles  
☐ 1 OX, 1 VAC, 1 MA  
☐ Emergency call system  
☐ Emerg power/lighting
- ☐ Handwashing station  
☐ knee/foot (or elbow) controls  
**or** ☐ electronic sensor controls on emergency power  
☐ Examination light(s)  
☐ 1 OX & 1 VAC  
☐ Vent. min. 2 air ch./hr  
☐ Emergency call system  
☐ Nurses call station  
☐ Emerg power/lighting
- ☐ Handwashing station  
☐ Vent. min. 10 air ch./hr (exhaust)  
☐ Emerg. pull-cord call station
- ☐ Vent. min. 10 air ch./hr (exhaust)  
☐ Emerg. pull-cord call station

**ARCHITECTURAL REQUIREMENTS**

- 7.8.A3.e ☐ Recovery room:  
☐ check if service not included in project  
 (only if LDRs or LDRPs are included)  
☐ min. 2 beds  
☐ nurse station and charting facilities  
☐ medicine dispensing facilities  
☐ storage for equipment and supplies  
☐ space for infant, crib, and chair for support person  
☐ provisions for patient and family privacy

- 7.8.A3.f ☐ Support Services (Caesarean/Delivery Suite)
- (2)(a) ☐ Control/nurse station  
☐ located to restrict unauthorized traffic from suite
- (2)(b) ☐ Soiled workroom  
☐ work counter  
☐ space for soiled linen and waste
- (3)(a) ☐ Supervisor's office or station  
 (3)(b) ☐ Waiting room  
☐ convenient to telephones, toilets, drinking fountain
- (3)(c) ☐ Sterilizing facilities  
☐ separate from delivery area, next to clean assembly
- (3)(d) ☐ Drug distribution station  
☐ provisions for controlled storage, and med prep
- (3)(e) ☐ Scrub facilities for caesarean/delivery rooms  
☐ 2 for each caes./delivery room  
☐ may be shared by 2 caes./delivery rooms  
☐ view windows to caes./delivery rooms
- (3)(f) ☐ Clean workroom: **or** ☐ Clean supply room (for  
☐ counter holding of clean & sterile  
☐ handwashing station materials from central  
☐ storage facilities supplies area):  
☐ storage facilities
- (3)(g) ☐ Medical gas storage facilities
- (3)(h) ☐ Clean sterile storage area  
☐ readily available to delivery room
- (3)(i) ☐ Anesthesia workroom  
☐ work counter  
☐ separate clean & soiled storage
- (3)(j) ☐ Equipment storage room(s)
- (3)(k) ☐ Staff change areas (male & female)  
☐ lockers  
☐ showers  
☐ toilets  
☐ space for donning scrub suits and booties  
☐ one-way traffic pattern directly into delivery suite

**MECHANICAL/PLUMBING/  
ELECTRICAL REQUIREMENTS**

- ☐ Clinical sink for bedpan cleaning  
☐ Handwashing station  
☐ 1 OX, 3 VAC, 1 MA  
☐ Vent. min. 6 air ch./hr  
☐ Emergency call system  
☐ Emerg power/lighting
- ☐ Nurse call master station
- ☐ Handwashing station  
☐ Clinical flushing-rim sink  
☐ Vent. min. 10 air ch./hr (exhaust)
- ☐ High-speed sterilizers for  
 emergency use  
☐ Vent. min. 4 air ch./hr  
☐ Handwashing station
- ☐ Scrub sinks  
☐ knee or foot controls  
**or**  
☐ electronic sensor controls  
☐ on emerg. power
- ☐ Vent. min. 4 air ch./hr  
☐ Duty station visible call signal
- ☐ Vent. min. 8 air ch./hr  
☐ all air exhausted to outdoors  
☐ Vent. min. 4 air ch./hr  
☐ positive pressure  
☐ 1 OX, 1 MA  
☐ Handwashing station  
☐ Vent. min. 4 air ch./hr
- ☐ Handwashing stations  
☐ Min. 10 air ch./hr (exhaust)

**ARCHITECTURAL REQUIREMENTS**

- (3)(l) ☐ Support persons change areas (male & female)  
       ☐ lockers  
       ☐ showers  
       ☐ toilets  
       ☐ space for donning scrub suits and booties  
       ☐ one-way traffic pattern directly into delivery suite
- (3)(m) ☐ Staff lounge for OB staff  
       ☐ convenient to delivery, labor and recovery areas  
       ☐ toilet room
- (3)(n) ☐ On-call rooms (may be located elsewhere)
- (3)(o) ☐ Housekeeping room  
       ☐ storage for housekeeping equipt & supplies
- (3)(p) ☐ Stretcher storage area, out of traffic

7.8.A4 ☐ LDR FACILITIES☐ check if service not included in project

Location:

- 130.621(B) ☐ in a separate suite      **or**      ☐ in the caes./delivery suite  
☐ access to caes./delivery suite without leaving maternity unit  
☐ support services per 7.8.A2.b

- ☐ Min. 250 sf clear floor area  
☐ 13 ft min. dimension

☐ Single occupancy☐ Separate infant resuscitation and stabilization area

☐ Space for crib, and chair for support person  
☐ Privacy configuration of doors & windows

☐ Private bathroom  
       ☐ toilet  
       ☐ shower or tub  
       ☐ outswinging or double acting door

- 7.8.A2.b ☐ Equipment storage room  
 (14) ☐ min. 20 sf per LDR room

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**MECHANICAL/PLUMBING/  
ELECTRICAL REQUIREMENTS**

☐ Handwashing stations  
☐ Min. 10 air ch./hr (exhaust)

☐ Handwashing stations  
☐ Min. 10 air ch./hr (exhaust)

☐ Service sink or floor receptor  
☐ Vent. min. 10 air ch./hr (exhaust)

☐ Handwashing station  
☐ hands-free controls  
☐ electronic sensor ctrls  
☐ check if not included in project  
☐ on emerg. power

☐ Vent. min. 6 air ch./hr  
☐ low air return registers  
☐ 2 OX & 2 VAC  
☐ Min. 8 elec. duplex receptacles  
☐ Exam light, readily accessible  
☐ Emergency call system  
☐ Emerg power & lighting  
☐ Nurse call

☐ 2 OX, 2 VAC, 1 MA  
☐ Min. 3 elec. duplex receptacles

☐ Handwashing station  
☐ Vent. min. 10 air ch./hr (exhaust)  
☐ Emerg. Pull-cord call station

**ARCHITECTURAL REQUIREMENTS****LDRP FACILITIES**

- ☐ check if service not included in project
- ☐ Increase in LDRP rooms **or** ☐ No increase in LDRP rooms
- ☐ Checklist IP3 for nurseries must be included

**Location:**

130.621(B)

- ☐ in the postpartum suite
- ☐ in close proximity to caesarean/delivery suite
- ☐ access to caesarean /delivery suite without leaving maternity unit
- ☐ Min. 250 sf clear floor area
- ☐ 13 ft min. dimension
- ☐ Single occupancy

- ☐ Separate infant resuscitation and stabilization area
- ☐ Space for crib, and chair for support person
- ☐ Window in each room
- ☐ Privacy configuration of doors & windows
- ☐ Adequate soundproofing between LDRP & other postpartum bedrooms
- ☐ Closet/wardrobe

130.622(E)

- ☐ Private bathroom
- ☐ toilet
- ☐ shower or tub
- ☐ outswinging or double acting door

7.8.A2.b  
(14)

- ☐ Equipment storage room
- ☐ min. 20 sf per LDRP room

**MECHANICAL/PLUMBING/  
ELECTRICAL REQUIREMENTS**

- ☐ Handwashing station
- ☐ hands-free controls
- ☐ electronic sensor ctrls
- ☐ check if not included in project
- ☐ on emerg. power
- ☐ Vent. min. 6 air ch./hr
- ☐ low air return registers
- ☐ 2 OX & 2 VAC
- ☐ Min. 8 elec. duplex receptacles
- Lighting:**
- ☐ exam light, readily accessible
- ☐ reading light
- ☐ general lighting
- ☐ night light
- Nurses call system:**
- ☐ staff station
- ☐ nurses call device
- ☐ 2-way voice communication
- ☐ light signal in corridor at rm door
- ☐ Emerg power & lighting
- ☐ 2 OX, 2 VAC, 1 MA
- ☐ Min. 3 elec. duplex receptacles

- ☐ Handwashing station
- ☐ Bedpan flushing device
- ☐ Vent. min. 10 air ch./hr (exhaust)
- ☐ Emerg. pull-cord call station

**GENERAL STANDARDS****Details and Finishes**

- Inpatient corridors
- |  |  |
|--|--|
| <input type="checkbox"/> New/Extensive Construction<br><input type="checkbox"/> min. corridor width 8'-0" (NFPA 101) | <input type="checkbox"/> Limited Renovations<br><input type="checkbox"/> corridor width unchanged or increased |
|--|--|
- Staff corridors
- ☐ min. corridor width 5'-0" (7.28.A2)
- ☐ Fixed & portable equipment recessed does not reduce required corridor width (7.28.A3)
- ☐ Work alcoves include standing space that does not interfere with corridor width
- ☐ check if function not included in project
- Doors (7.28.A4-A8):
- ☐ doors to patient bedrooms min. 3'-8"w x 7'-0"h
- ☐ doors to other rooms used for stretchers or wheelchairs min. 2'-10" wide
- ☐ all doors are swing-type
- ☐ outswinging/double-acting doors for toilet rooms
- ☐ outsw./double-acting doors for bathing
- ☐ doors to occupiable rms do not swing into corridors
- ☐ Operable windows (7.28.A9-A10):
- ☐ check if all windows are fixed
- ☐ window operation prohibits escape or suicide
- ☐ insect screens
- ☐ Glazing (7.28.A11):
- ☐ safety glazing or no glazing under 60" AFF & within 12" of door jamb
- ☐ safety glazing (or curtains) in shower & bath enclosures
- ☐ Linen & refuse chutes min. int. dim. 2'-0" (7.28.A12)
- ☐ check if service not included in project
- ☐ Thresholds & exp. joints flush with floor surface
- ☐ Grab bars in all patient toilets & bathing facilities
- ☐ 1½" wall clearance
- ☐ 250 lb. capacity (7.28.A14)
- ☐ Handwashing sinks anchored to withstand 250 lbs.
- ☐ Vertical clearances (7.28.A20):
- ☐ ceiling height min. 7'-10", except:
- ☐ 7'-8" in corridors, toilet rooms, storage rooms
- ☐ sufficient for ceiling mounted equipment
- ☐ min. clearance under suspended pipes/tracks:
- ☐ 7'-0" AFF in bed/stretcher traffic areas
- ☐ 6'-8" AFF in other areas
- ☐ Noise reduction at patient rooms as per Table 7.1
- ☐ Floors (7.28.B4):
- ☐ floors easily cleanable & wear-resistant
- ☐ non-slip floors in wet areas
- ☐ wet cleaned flooring resists detergents
- ☐ monolithic floors & bases in C-section rooms
- ☐ Walls (7.28.B6):
- ☐ wall finishes are washable
- ☐ smooth/water-resist. finishes at plumbing fixtures
- ☐ Ceilings:
- ☐ monolithic ceilings in C-section rooms (7.28.B8)

**Mechanical (7.31.D)**

- ☐ Mech. ventilation provided per Table 7.2
- ☐ Exhaust fans located at discharge end
- ☐ Fresh air intakes located at least 25 ft from exhaust outlet or other source of noxious fumes
- ☐ Contaminated exhaust outlets located above roof
- ☐ Ventilation openings at least 3" above floor
- ☐ Central HVAC system filters provided per Table 7.3

**Plumbing (7.31.E)**

- ☐ Handwashing station equipment
- ☐ handwashing sink
- ☐ hot & cold water
- ☐ single lever or wrist blades faucet
- ☐ soap dispenser
- ☐ hand drying facilities
- ☐ Sink controls (7.31.E1):
- ☐ wrist controls or other hands-free controls at all handwashing sinks
- ☐ blade handles max. 4½" long
- ☐ blade handles at clinical sinks min. 6" long
- ☐ Non-slip walking surface at tubs & showers
- ☐ Medical gas outlets provided per 7.31.E5 & Table 7.5

**Electrical (7.32)**

- ☐ All occupied building areas shall have artificial lighting (7.32.D2)
- ☐ Duplex, grounded receptacles max. 50 feet in corridors, max. 25 feet from end wall (7.32.E3)
- ☐ Emergency power (7.32.H)
- ☐ emergency power provided to all essential services complies with NFPA 99, NFPA 101 & NFPA 110
- ☐ emergency power source provided with fuel capacity for continuous 24-hour operation